



SMOKE FREE TOBACCO FREE CAMPUS WMHI WORKGROUP

MINUTES FOR 3-10-2005

MEMBERS PRESENT: Connie Hannemann, Sterling R., Marla Hill, Mike Leuthold, Joann O'Connor, Larry Schomer, Mary Nitz, Rita Kennedy, Sharon Haberkorn, Jeff Manning, Dr. Chona Arong

Absent: Ronecka Baker, Diane Shaw, Jennifer Rew, Karen Wright, , Larry Launtenschlager Ben Eggum

Mission: Develop a plan for making WMHI a tobacco-free campus.

Tidbit: "The rewards for stopping smoking are many and they begin almost as soon as the quitting takes place. Blood pressure and temperature of hands and feet are positively affected in just 20 minutes; after eight hours, the carbon monoxide level in blood returns to normal and, after 24 hours, the chance of heart attack decreases. " www.hra.iupui.edu

Introductions and a warm welcome to Sterling R., the newest member of this work group. Mike Hart, William K., and Reid W. are no longer members of the committee. Mary Kotschi, Library and Public Relations Chair, and Greg Hurlbut, acting Infection Control Coordinator will be joining this workgroup next time.

1. Review minutes from 2-17-2005

Minutes can be found at L:/Tobacco Free. This folder contains the membership roster, minutes, agendas, and other relevant information.

2. Review updated Gantt Chart on timeline – Joann

- Logo, descriptive of a positive message that can be used with publicity efforts for this initiative, is being developed by Lois Mulder and her staff.
- Signage must clearly define the perimeter of WMHI grounds. Rich Garman has been asked to work with Jeff Manning on this effort, as he was the lead person on the Institute signage and already knows some of the issues that need to be addressed.
- Conference call with Central Office in Madison had a lengthy discussion about enforcement of the non-smoking policy. The consensus was that there would 2-3 warnings and then it would fall into the normal discipline track. This to be discussed with BPER. The intent is not to have "smoke police", i.e. seeking out violators of the policy, but rather to address the issue when noted.
- Also from the conference call, contacts will be made with BPER to get the "smoke free facility" clause into all job announcements, and with DOA to get appropriate language in all State contracts.
- Dr. Arong reported that the medication protocol is on the Medical Staff agenda, but no decision made at this point.
- Mini News articles – next meeting will look to getting these started
- Library to be contacted regarding assembling of information on smoking cessation. Report at the next meeting.
- Food – Rita Kennedy discussed the Survival Kit that was handed out at the smoking cessation program she attended and she will bring the listing to the next meeting with the intent of adapting

- to WMHI's needs. The workgroup felt this would be an excellent idea to use for patients and staff who wish to stop smoking and indicate the Institute's support.
- Connie Hannemann shared with the workgroup a summary of the many activities GHN2 has in place and working on in the smoking cessation effort. Mary Nitz and Connie will present this to the next Unit Directors meeting and gather from other units what they are doing. The intent is to compile this listing and to share it with others.
 - Larry Schomer suggested bringing in a speaker from the National Lung Association. Perhaps this could be expanded to a monthly speaker. The CTRI may also be a good source for speakers.
- 3. Review Chart by Mike to identify which programs we will use and publish other resources and material**
- The chart is a concise summary of some of the smoking cessation programs available in our area and is suitable for formatting into a handout or brochure or publication on the WMHI home page on the Intranet.
- 4. Identify trainers for peer counseling**
- Deb Klitzke has been added to the list of Peer Counselors. SH 1-2 Unit Director was contacted regarding a possible counselor for that area, but no volunteers at this time. At the present time, a total of 38 people, from various areas, buildings, classifications and shifts, have volunteered to be participants in the first training sessions for peer counseling. Individuals wishing to be peer counselors at a later time can be added to this list and training times set up at a later time for them. Rita Kennedy agreed to be the contact person with the CTRI to coordinate the training sessions. Marilyn Clarenbach from Staff Development will be asked to help coordinate the logistics for the training.
- 5. Procedure to identify smokers and have them make individual plans. (Joann get info from Kansas plan)**
- This is tabled to the next meeting, as the information is not yet available.
- 6. Facility policy**
- A draft policy was distributed to workgroup members for comment. The policy should be broad based and kept concise. Changes were noted and will be ready for a rough draft for the Directors' meeting on March 31.
- 7. Draft letters that need to go out to staff and residents and visitors**
- A rough draft of the patient and staff letters was distributed to work group members for review. After a few changes the letters were approved. The staff letter will go out with the paychecks next pay period. The patient newsletter will be distributed to patients on Thursday, March 17.
- 8. Identify issues regarding enforcement and rules**
- These issues were identified, but will need more thought and discussion, as well as direction from Madison – Central Office.
- Off-grounds smoking – is it allowed? Enforcement?
 - Smoking in personal cars while on state business allowed? Enforcement?
 - How will this affect WMHI's neighbors who are not on State property and therefore, where smoking is allowed?
 - Perception of consistency from facility to facility – ex. In Madison, one just has to go across the street to be off State property. At WMHI, it is going down the road.
 - Consistency of enforcement for patients on units – currently there are various rules or guidelines for each unit and patients do transfer from one unit to another.
 - Smoking in one's car on breaks, but still on grounds – suggestion to let it go during the winter months and that it would dissipate on its own.

Many patients and staff are already preparing for the target date and are taking steps to curb smoking or use of tobacco. Our congratulations to those individuals for taking this important first step.

NEXT MEETING 3-24-2005

Task List:

- Signage – Jeff Manning and Rich Garman to start exploring what's needed
- Medication protocol – Dr. Arong with Medical Staff
- Survival Kit – Rita Kennedy
- Unit Programs currently available – Connie and Mary Nitz
- Contact CTRI to set up peer counselor training – Rita Kennedy & Marilyn Clarenbach
- Facility Policy draft – Joann
- Letter to staff with pay check, Thursday March 17 – Joann
- Letter to patients – Thursday, March 17 – Joann
- Tobacco Assessment form - Joann